



UNITED STATES MARINE CORPS  
MARINE CORPS SYSTEMS COMMAND  
2200 LESTER STREET  
QUANTICO VIRGINIA 22134-5010

IN REPLY REFER TO

5720  
DON-USMC-2022-012802  
19 Sep 22

**Sent via email to: [foia@foia.com](mailto:foia@foia.com)**

FOIA GROUP  
Ms. Rose Santos  
PO Box 368  
Depew NY 14043

SUBJECT: FOIA DON-USMC-2022-012802

Dear Ms. Santos:

This responds to your FOIA request dated September 12, 2022, which requests a copy of "Relevant to N0017819D7981 Task Order M6785420F3007, we seek CLEARLY RELEASABLE copies of the following: (1) Task order title page (1st page only) and (2) the Task Order's CURRENT Statement of Work/Performance Work Statement (SOW/PWS)."

The requested documents are enclosed.

Fees associated with processing your request are minimal and waived.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or [bobbie.cave@usmc.mil](mailto:bobbie.cave@usmc.mil).

Sincerely,

*Bobbie Cave*  
for Lisa L. Baker  
Counsel

# Section C - Description/Specifications/Statement of Work

## Performance Work Statement (PWS)

### Program Manager Supply and Maintenance Systems (PM SMS) Support

#### 1.0 Scope

The scope of this effort is to provide Program Manager, Supply and Maintenance Systems (PM SMS) the following support within the areas of Programmatic Support and Administration, Program Management, and Life Cycle logistics. The specific requirements and associated tasks will enable respective Team Leads, Project Officers, and Integrated Product Teams (IPTs) to successfully plan and execute acquisition programs in support of validated Marine Corps requirements.

#### 1.1PM Vision

PM SMS will continue to acquire and support the systems and equipment needed by multi-capable Marine Air/Ground Task Forces to fight and win our Nation's battles. The PM will fulfill its unique mission while adhering to Marine Corps values and enduring principles enabling Marines to succeed in uncertain, chaotic, and austere environments. The PM's workforce processes and solutions will reflect the Corps' reliance on naval deployment, leaner equipment, versatility, and innovation. The PM will equip and sustain the nation's expeditionary "Force of Choice."

#### 1.2 Background

This is a combined effort to facilitate development and staffing of programmatic efforts in support of Program and Milestone Decision Authorities. The program office is responsible for all technical and business requirements associated with current and future Marine Corps systems and related programs within its portfolio. This includes research and development, testing, procurement, and fielding of combat capabilities; as well as sustainment/ modernization of legacy assets. The program office needs assistance in the specific areas of acquisition to include:

- (1) Programmatic and administrative support
- (2) Program management
- (3) Life cycle sustainment.

PM SMS manages approximately 42 programs of record, medical equipment (Class VIII), and a variety of emerging requirements. It is a fast-paced program office with current and forecasted fiscal constraints as priority realignment occurs within the Marine Corps. Programs will vary in size and scope and could include Urgent Need programs, Abbreviated Acquisition Programs (AAP) and various acquisition category programs. Portfolio breakout is listed below.

#### 1.3Overview of Programs

1.3.1 PM SMS encompasses programs that service a variety of requirements: medical equipment (Class VIII), combat field feeding, shelters-both soft and rigid wall shelters, test equipment, and other miscellaneous support programs. Portfolio items are used in every major command to include overseas based commands and forward deployed forces. Though all portfolios reflect common acquisition needs, each portfolio provides unique services in support of the operating forces.

#### 1.3.2 PM SMS Family Portfolios:

25 Table of Authorized Materiel Control Number (TAMCN) items Family of Field Medical Equipment (FFME),

30 TAMCN items Family of Combat Field Feeding Systems (FCFFS),

4 TAMCN items Family of Combat Containers (FOCC),

26 TAMCNs items Family of Automatic Test Systems (ATS)

80 TAMCNs items Family of General Purpose Tools and Test Systems (GPTTS)

1.3.3 The above portfolios are subject to change through time; however, the scope of effort required will remain the same.

**2.0 Applicable Documents:**

Applicable Federal, Department of Defense, Department of the Navy, Marine Corps and MCSC regulations, standards and policies as required to complete assigned tasks.

SECNAV Manual 5216.5 Ch-1	Department of The Navy Correspondence Manual
NAVMC 1553.1A	Marine Corps Instructional Systems Design/Systems Approach to Training and Education Handbook
NAVMC 4000.2	Marine Corps Class VIII Management Handbook (Current Version)
NAVMC 4000.2_	Marine Corps Class VIIIA Handbook (Current Version)
Marine Corps Bulletin 4440	Management of Operating Materials and Supplies (OM&S) and Government Furnished Material (GFM) (Current Version)

Defense Standardization Program Office December 2018 publication SD5

Marine Corps Systems Command documents

MARCORSYSCOM Acquisition Guidebook

CLASS VIII Management and AMAL/ADAL Modernization Process Standard Operating Procedures (AMAL/ADAL Review Process SOP) (Current Version)

CLASS VIII Management and AMAL/ADAL Procurement Standard Operating Procedures (AMAL/ADAL Procurement SOP) (Current Version)

Expeditionary Medical Systems Configuration Management Plan (EMS CMP) (Current Version)

Expeditionary Medical Systems (EMS) Life Cycle Sustainment Plan (LCSP) (Current Version)

Configuration Management Plan (CMP) for Test, Measurement, and Diagnostic Equipment (TMDE) 30 Apr 2015.

**3.0 Specific Requirements****3.1 Program Management Support**

3.1.1 Task 1 - The Contractor shall provide programmatic and administrative support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Prepare, modify, review, and/or recommend changes to program management documentation. Recommendations shall be made to improve existing documentation that may pertain to product development or procedures. Documents shall be checked for technical, accuracy, adequacy, completeness, to ensure that they stay within doctrine and compliance with current Marine Corps, Navy, and Joint requirements in support of the acquisition milestone cycles as required. Documentation to include but not limited to: Acquisition Strategies/Plans, milestone documentation and briefing materials, technical documentation, program baselines, program management reviews and all other regulatory and local documents as required.
- Develop and prepare briefing materials for Government meetings with various echelons of management and with external agencies. This task includes the preparation of agendas, drafting meeting minutes, executive summaries, preparation, and presentation of materials and action item tracking as well as coordination, scheduling and conduct of meetings.
- Develop and submit a monthly status report of all the tasks being executed contained in this PWS. The report shall also address planned activities for the next reporting period to include risks and issues with overall planned task execution and status of travel funding.
- Submit Trip Reports for travel events providing dates, location, and purpose of the trip as well as a synopsis of the event, pertinent issues or opportunities, and personnel in attendance.
- Establish the necessary management, personnel, and equipment/supplies (not otherwise provided by the Government) to provide the technical assistance and expertise defined in the PWS.

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3.1.2 Task 2 - The Contractor shall provide program management support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Provide Project Leads to act as the responsible party to organize and direct contractor personnel to accomplish the tasks described in this PWS based on offeror's planned management approach.
- Provide updates into the Government's Risk management tool system; update risk registries, conduct risk reporting, and status reporting in support of designed program management and risk management events.
- Request, compile, and report cost estimates, schedules, timelines, test plans, test reports, meeting minutes, and trip reports for test and evaluation activities from Government laboratories and test facilities in support of test and evaluation efforts.
- Draft Project Requests in support of future Small Business Innovative Research (SBIR) efforts, Rapid Innovation Fund (RIF) requests, and other Science and Technology (S&T) efforts.
- Develop and update the Integrated Master Schedules and Integrated Master Plans for each program and competency within the PM SMS portfolio.

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### **3.2 Automatic Test Systems (ATS) Support**

3.2.1 Task 3 - The Contractor shall provide programmatic and administrative support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Prepare, modify, review, and/or recommend changes to program documentation. Recommendations shall be made to improve existing documentation that may pertain to product development or procedures. Documents shall be checked for technical, accuracy, adequacy, completeness, to ensure that they stay within doctrine and compliance with current Marine Corps, Navy, and Joint requirements.
- Develop and prepare briefing materials for Government meetings with various echelons of management and with external agencies. This task includes the preparation of agendas, drafting meeting minutes, executive summaries, preparation, and presentation of materials and action item tracking as well as coordination, scheduling and conduct of meetings.
- Submit Trip Reports for travel events providing dates, location, and purpose of the trip as well as a synopsis of the event, pertinent issues or opportunities, and personnel in attendance.

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3.2.2 Task 4 - The Contractor shall provide program management support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Provide updates into the Government's Risk management tool system; update risk registries, conduct risk reporting, and status reporting in support of designed program management and risk management events.
- Request, compile, and report cost estimates, schedules, timelines, test plans, test reports, meeting minutes, and trip reports for test and evaluation activities from Government laboratories and test facilities in support of test and evaluation activities.
- Draft Project Requests in support of future SBIR efforts, RIF requests, and other S&T efforts.
- Analyze configuration management programmatic and logistical elements to assist in the drafting of Configuration Management Plan Annexes.
- Conduct Market Research and draft Market Research summaries.
- Draft various acquisition documents.

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3.2.3 Task 5 - The Contractor shall provide life cycle sustainment support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Develop, review, update, and submit Fielding Plans throughout the acquisition lifecycle.

- Develop, review, update, and submit sustainment plan inputs to the Single Acquisition Management Plan as well as developing, reviewing and updating Life Cycle Sustainment plans throughout the acquisition lifecycle.
- Conduct annual reviews and updates of the Item Unique Identification (IUID) plans and identify a list of National Stock Numbers (NSN) with a list price of over \$5,000 as required to aid in IUID plans.
- Prepare, submit, and manage Cataloging Action Requests (CAR), Table of Organization and Equipment Change Request (TOECR) for TAMCN items.
- Develop, review, update, and submit Disposal Plans and Distribution Messages.
- Prepare, review, update, and submit documentation supporting Integrated Logistics Assessments.

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### **3.3 General Purpose Tools/Test Systems/Calibration (GPTTS-C) Support**

3.3.1 Task 6 - The Contractor shall provide programmatic and administrative support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Prepare, modify, review, and/or recommend changes to program documentation. Recommendations shall be made to improve existing documentation that may pertain to product development or procedures. Documents shall be checked for technical, accuracy, adequacy, completeness, to ensure that they stay within doctrine and compliance with current Marine Corps, Navy, and Joint requirements.
- Develop and prepare briefing materials for Government meetings with various echelons of management and with external agencies. This task includes the preparation of agendas, drafting meeting minutes, executive summaries, preparation and presentation of materials and action item tracking as well as coordination, scheduling and conduct of meetings.
- Submit Trip Reports for travel events providing dates, location, and purpose of the trip as well as a synopsis of the event, pertinent issues or opportunities, and personnel in attendance.

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3.3.2 Task 7 - The Contractor shall provide program management support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Provide updates into the Government's Risk management tool system; update risk registries, conduct risk reporting, and status reporting in support of designed program management and risk management events.
- Request, compile, and report cost estimates, schedules, timelines, test plans, test reports, meeting minutes, and trip reports for test and evaluation activities from Government laboratories and test facilities in support of test and evaluation activities.
- Draft Project Requests in support of future SBIR efforts, RIF requests, and other S&T efforts.
- Conduct Market Research and draft Market Research summaries.
- Draft various acquisition documents.

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3.3.3 Task 8 - The Contractor shall provide life cycle sustainment support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Draft, review, update, and submit Fielding Plans throughout the acquisition lifecycle.
- Develop, review, update, and submit sustainment plan inputs to the Single Acquisition Management Plan as well as developing, reviewing and updating Life Cycle Sustainment plans throughout the acquisition lifecycle.

- Conduct annual reviews and updates of the IUID plans and identify a list of NSNs with a list price of over \$5,000 as required to aid in IUID plans.
- Prepare, submit, and manage CAR, TOECR for TAMCN items.
- Draft, review, update, and submit Disposal Plans and Distribution Messages.
- Develop, review, update, and submit documentation supporting Integrated Logistics Assessments.

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### **3.4 Family of Field Medical Equipment (FFME) Support**

3.4.1 Task 9 - The Contractor shall provide programmatic and administrative support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Prepare, modify, review, and/or recommend changes to program documentation. Recommendations shall be made to improve existing documentation that may pertain to product development or procedures. Documents shall be checked for technical, accuracy, adequacy, completeness, to ensure that they stay within doctrine and compliance with current Marine Corps, Navy, and Joint requirements.
- Develop and prepare briefing materials for Government meetings with various echelons of management and with external agencies. This task includes the preparation of agendas, drafting meeting minutes, executive summaries, preparation and presentation of materials and action item tracking as well as coordination, scheduling and conduct of meetings.

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3.4.2 Task 10 - The Contractor shall provide program management support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Provide updates into the Government's Risk management tool system; update risk registries, conduct risk reporting, and status reporting in support of designed program management and risk management events.
- Draft compile, and report cost estimates, schedules, timelines, plans, associated documents, meeting minutes, and trip reports in support of new or existing acquisition requirements.
- Conduct Market Research and draft Market Research summaries in support of replacement medical equipment and/or material.
- Review and analyze current configuration management plans for programmatic and logistic elements to assist in the drafting of Configuration Management Plan Addendums.
- Draft various acquisition documents.
- Draft and submit Medical Prime Vendor and Defense Logistics Agency (DLA) Distribution and Pricing Agreement (DAPA) Prime Vendor Buy Lists.
- Support Authorized Medical Allowance List (AMAL) and Authorized Dental Allowance List (ADAL) managers to conduct a comparison of the Buy Lists, reconciliations, and Record of Changes to ensure continuity.
- Verify appropriated funding against the Buy List with the PM SMS Financial Management Analyst supporting AMAL/ADAL research, review, and reconciliation of sourcing requests.
- Reconcile due-ins on all purchases made, verify accuracy of material received at the medical distribution warehouse against orders placed on Buy List and the due in quantity to be invoiced, and coordinate to ship AMAL modernization packages. List must be annotated to identify items with unit price over \$5,000 to ensure input into Defense Medical Logistic Standard Support (DMLSS)/LogiCole.
- Submit daily status/tracking reports for orders placed.

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3.4.3 Task 11 - The Contractor shall provide program management support for the Automated Information System (AIS) in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Update, maintain, and monitor the content and integrity of the FFME/Medical Logistic Online (MLO) Automated Information System (AIS) consisting of databases, SharePoint tools libraries, image libraries, technical manuals, and web portals sites, which are used as the platform for information management and document collaboration. Ensure consistency, functionality, and applicability is maintained across the FFME/MLO SharePoint Portal. Provide, maintain, and make available the following: the walk-through instructions for use, source code, and excerpts along with any other necessary information in native program formats to allow the government the future ability to recreate or modify FFME/MLO SharePoint solutions.
- Maintain and recommend updates to the AIS: site solutions, building site taxonomies, forms, and repositories within the FFME/MLO AIS.
- Maintain and update SharePoint collection sites and create and manage the hierarchy of those sites and sub sites to ensure uniform navigation across the SharePoint Portal. The contractor shall also monitor performance issues, and troubleshoot and test custom solutions as well as workflow processes.
- Design the structural layout of document repositories and content types for data storage and retrieval.
- Recommend upgrades to the AIS and provide documentation of changes.
- Ensure documentation is updated to show changes/improvements to customized solutions.
- Collect, analyze, and document requirements for applications, capabilities, and enhancements.
- Coordinate approved application and configuration changes with all stakeholders for deployment and implementation.
- Coordinate with AMAL Managers to review and update site content for currency.
- Create and maintain a list of configuration items and dependencies within the AIS.
- Determine how partners and users will navigate the site.
- Create feedback and/or suggestion mechanism for site enhancements.
- Analyze and configure data to load into FFME/MLO or external systems (ex. DLA Medical Contingency File)
- Provide updates to the government Microsoft SharePoint portal and the Marine Expeditionary Force- Knowledgebase (MEF- KB) portal site. The portal includes AMAL, ADAL, medical kit, and stocking line items, packing lists, sub assemblage components which support the delivery of medical components and materiel data to the war fighter, and provides visibility of availability of materiel through the Government Structured Query Language SQL Server (G-SQLS) SharePoint site. Data is first updated in a G-SQLS database, and then uploaded to populate the lists in the G-SQLS SharePoint site.
- Import data provided by DLA, Universal Data Repository (UDR) team into the G-SQLS database, run queries to determine required updates and execute updates as required.
- Manage PM SMS Microsoft SharePoint Portal architecture, and design, configure and implement processes/workflows/sites within SharePoint.
- Generate custom workflows within the SharePoint application as required.
- Develop and conduct all user training, and system demonstrations and provide training synopses.
- Develop and update “how to guides” in support of PM SMS Microsoft SharePoint Portal users.
- Support development of the government solution as subject matter expert concerning the existing architecture of the FFME AIS and collaborate with developers as required to create solutions that meet customer needs while adhering to established standards.
- Identify and report deficiencies, strengths, and potential improvements in the AIS.
- Participate in off-site surveys required for information gathering to assist in the improvements to the AIS.
- Provide customer support with account and content management, web site administration, web application management, and Microsoft SharePoint portals; support shall include records management best practices and procedures relative to the use of the PM SMS Microsoft SharePoint portals for approximately 700 (+) users.
- Provide reconciliation services of data elements for each AMAL, ADAL, and Medical Kit components stock listing in the AIS against the monthly FedLog, UDR, Joint Deployment Formulary (JDF), Medical Materiel Enterprise Standardization Offices (MMESOs), and Clinically Derived Standardized Products (CDSPs).
- Produce AMAL/ADAL Modernization review templates from the AIS to the AMAL Manager/project officer to support AMAL/ADAL review.
- Generate the following outputs from the AIS as requested by the government: Marine Corps Automated Readiness Evaluation System (MARES) Stocklist Report, IUID List report, AMAL/ADAL Packing List report, Medical Contingency File Report, FedLog Report, UDR report, and Acquisition Advice Code reports.

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3.4.4 Task 12 - The Contractor shall provide life cycle sustainment support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Develop, review, update and submit Fielding and/or Distribution Plans
- Develop, review, update and submit sustainment plan inputs to the Single Acquisition Management Plan as well as developing, reviewing and updating Life Cycle Sustainment plans
- Assist in annual reviews and updates of IUID plans.
- Track AAO and conduct TAMCN reconciliations in TFSMS and inform the government of any identified issues.
- Prepare, submit, and manage CAR, TOECR for TAMCN items.
- Draft, review, update, and submit Disposal Plans and Distribution Messages.
- Develop, review, update, and submit documentation supporting Integrated Logistics Assessments.
- Coordinate, facilitate, and participate in modernization reviews of all AMALs, ADAL, and Medical Kits used for expeditionary operations per Marine Corps Order (MCO) 4400.201 Volume 12, Marine Corps Class VIII Management and Sustainment.
- Document added, replaced, and deleted materiel during an AMAL/ADAL review process and provide information for any changes that will affect fit, form and function of the Principle End Item (PEI) specifically affecting requirement document parameters.
- Draft and update medical equipment related stock lists, technical instructions, supply instructions, and maintenance instructions as well as provide assigned documentation numbers and submit for publishing through Technical Publications.
- Retrieve Navy Table of organization data and Approved Acquisition Objective (AAO) Table of Equipment data (for Marine Corps units) from TFSMS in support of Individual Stocking Level (ISL) conferences.
- Research, review, submit, and reconcile sourcing requests by region to DLA in support of AMAL/ADAL reviews and ad-hoc requests.
- Reconcile Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions for medical equipment and material tracking with the DLA Customer Account Manager.
- Track inventory of each MEDLOG's medical material AAO at the TAMCN level using the Global Combat Support System-Marine Corps (GCSS-MC) in the GCSS-MC Install Base module.
- Track and report the current disposition of medical equipment and materiel stored at the Contractor Support Warehouse.
- Update AMAL/ADAL Packing Reconfigurations resulting from required AMAL/ADAL Modernizations.
- Request new NSNs through the Defense Medical Logistics Item Identification System (DMLIIS) for all new AMAL/ADAL procurements and replacements/ substitutions of medical equipment and materials.
- Reconcile Product Support Requests (PSRs) by region to DLA for sourcing and provisioning of new and replacements/substitutions of medical equipment and materials.
- Track and reconcile all AMALs/ADAL identified by I&L LPC-2 for cross-leveling within the Class VIII Enterprise.
- Track receipt of modernized AMALs/ADAL, kits and sets shipped to the Class VIII Enterprise (I, II, III MEFS, MARFORRES, BIC/MCCP-N, MPSRONS, and CLB-3 Hawaii).
- Reconcile monthly DMLSS warehouse inventory reports against the Contractor Warehouse Support physical inventory reports and identify any discrepancies.
- Draft Class VIII Medical Business Process Narratives (BPNs) as they relate to the FSMAO checklist.
- Track maintenance trends and report any maintenance issues/concerns.
- At the Joint Defense Medical Logistic Center (JDMLC), Fort Detrick, MD, submit requests for information (RFI) from the Defense Health Agency (DHA), and associated DoD organizations to the program office, shall provide recommendations for Courses Of Action (COAs) on the submitted RFIs (to include equipment RFIs) and serve as the point of contact and liaison for the FFME team.
- At JDMLC, review, draft and update sourcing standardization IAW Tactical Combat Casualty Care guidelines in order to mitigate obsolescence or other sustainability issues.
- Draft configuration packages to medical equipment in support of all AMALs/ADALs to include operator and maintainer training.
- Review and track, medical recall information and/or Medical Material Quality Control (MMQC) messages for upload to MLO Class VIII Enterprise designated MMQC Repository.
- Provide Configuration Manager support at Camp Lejeune, NC to support the following:
  - AMAL/ADAL packing and line lists changes. Changes are inclusive but not limited to; maintaining current and accurate documentation to reflect AMAL/ADAL/medical kit inventory changes, tracking and reporting the status of changes to stock lists, recalls, and shelf life (expiration) dates, recommend changes to AMAL/ADAL packing and line lists to the AMAL Managers, and submitting for Government approval all materiel change action requests through the MEF KB.
  - Assist with the administration and conduct of AMAL Reviews.
  - Update AMAL Packing Reconfigurations as a result of AMAL Modernizations.
  - Conduct research of product replacement/substitutions as a result of obsolescence and non-availability.
  - Request new National Stock Numbers (NSN's) for all AMAL/ADAL equipment and consumable material that are new procurements, item replacements/substitutes, and recalls through the Defense Medical Logistics Item Identification System (DMLIIS).



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### 3.5 MEDLOG/DMLS Support

3.5.1 Task 13 - The Contractor shall at each of the Medical Logistics Companies (MEDLOGCOs), (I MEF, II MEF, III MEF Okinawa, CLB-3 Hawaii, Quantico VA, and MARFORRES Charleston SC) provide life cycle sustainment support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- At Quantico VA, provide DMLSS Administrator for the following:
  - Aggregate recommended usage AMAL/ADAL data for the MEFs and MARFORS using DMLSS to support the ISL conference bi-annually.
  - Research, review, and provide, DMLSS reports (Assemblage/Line Item Accountability, Maintenance Records, Readiness Reports, etc.) in support of Class VIII Enterprise Equipment Management bi-annually that assists with the Medical Logistics Companies' formal FSMAO.
  - Track line item accountability, inventory and maintenance of the MEDLOGs medical materiel using the DMLSS; and accomplish the following: Supply Chain management, Inventory Management (IM), Customer Service Management (CSM), Equipment Management (EM), and Assemblage Management (AM) based on current Inventory Stocking Level (ISL), training allowance, and current Capabilities Assessment Review - Operational Planning Team (CAR-OPT) for BIC.
  - Provide reports that assists with the Medical Logistics Companies' formal FSMAO analysis.
  - Provide training support in the areas of materiel readiness, supply, maintenance, maintenance management, assemblage management, equipment management, and inventory management.
  - Provide readiness reports to the DC I&L on the statuses of Medical Logistics Companies AMALs/ADAL materials.
  - Assist the government lead in the development and update of DMLSS/LogiCole training materials (lesson plans and student outlines) in accordance with NAVMC 1553.1A (or current edition).
  - Manage and provide line item accountability of all Class VIII accountable property within DMLSS/LogiCole for the MCA and the warehouse managed by the program office to be distributed to the MEFs and MARFORS. Execute transactions for all accountable property maintained in DMLSS/LogiCole for movement of medical materiel to the Class VIII Enterprise as required
  - Perform routine daily backups of all DMLSS data at the Quantico location.
  - Perform ad-hoc inventories and accompany the Contracting Officer Representative (COR)/Supply Officer during unannounced monthly "book-to-floor" and "floor-to-book" spot-check inventories to reconcile all completed requisitions within DMLSS and on-hand inventories at the support contractor's warehouse..
  - Analyze MEDLOGCO medical materiel maintenance data in DMLSS /LogiCole, reports provided from the Operational Forces, and inspections results to identify adverse maintenance trends.
  - Provide ad-hoc reports from DMLSS that assists with the Medical Logistics Companies' formal FSMAO.
- At I MEF, II MEF, III MEF, CLB 3, and MARFORRES provide DMLSS Administrator for the following
  - Perform daily and monthly audits ensuring that MEDLOGCO Users comply with DoD 8570.01-M policies.
  - Manage DMLSS system hardware resources by coordinating with appropriate Information Management Departments for the installation of new computers and peripheral devices and/or the relocation of equipment in coordination with the program office.
  - Serve as the on-site DMLSS point of contact for system function related actions for logistics, procurement, resource management, and information/internal data management.
  - Serve as the DMLSS Inventory Manager /Administrator point of contact between customers, logistics staff, network administrators, and the MCSC Program Office.
  - Create and submit to MEDLOGCO officer DMLSS medical materiel inventory and medical equipment maintenance status (readiness) reports, Assemblages Status Report, Due-in from report, Organization Status Report, and Gains/Losses Report monthly.
  - Perform routine daily backups of all DMLSS data.
  - Perform inventory spot-checks as it relates to inventory accountability in DMLSS.
  - Provide training support in the areas of materiel readiness, supply, maintenance, maintenance management, assemblage management, equipment management and inventory management.to all local users.

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**3.6 MARSOC Support**

3.6.1 Task 14 - The Contractor shall provide life cycle sustainment support in the following areas ensuring compliance with the performance standards by surveillance of the Contractor's performance and deliverables:

- Track the inventory and maintenance of medical materiel using the DMLSS; and as a routine duty accomplish the following: proficient and efficient Supply Chain management, Inventory Management (IM), Customer Area Inventory Management (CAIM), Customer Service Management (CSM), Equipment Management (EM), and Assemblage Management (AM).
- Perform daily and monthly audit backup tapes for local resources and ensure that DMLSS Users comply with DoD 8570.01-M policies.
- Perform DMLSS application build updates to all client machines; manage DMLSS system hardware resources by coordinating with appropriate Information Management Departments for the installation of new computers and peripheral devices and, as required, the relocation of equipment; serve as the on-site DMLSS point of contact for system function related actions for logistics, procurement, resource management, and information/internal data management.
- Serve as the DMLSS Inventory Manager /Administrator point of contact between customers, logistics staff, network administrators, and the Program Office.
- Perform routine, continuous DMLSS audits and execute daily backups of all DMLSS data.

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**4.0 General Requirements**

**4.1** Unless otherwise specified, documents will be provided in the Marine Corps standard office automation software (e.g. Microsoft Office suite, Adobe Acrobat)

**4.2 Location and Hours of Work**

Accomplishment of the requirements contained in this PWS requires execution of work at: Marine Corps Systems Command, Quantico, VA; Camp Lejeune, NC; at Joint Base Charleston, SC; Camp Pendleton, CA; Kaneohe Hawaii; Camp Kinser, Okinawa, Japan; Fort Detrick, MD.

4.2.1 Marine Corps System Command standard work schedule is Monday through Friday except U.S. Federal Holidays. Government workers typically work eight (8) hours per day, 40 hours per week.

4.2.2 The Government will provide four (4) seat spaces at Marine Corps Systems Command, Quantico VA (105 Tech Parkway) the following teams: Expeditionary Medical Systems (2 seat spaces), General Purpose Tools and Test Systems/Calibration (1 seat space), and Automatic Test Systems (1 seat space). At the following remote locations, the government will provide: one (1) seat space at Ft. Detrick, MD, and one (1) seat space each at: Okinawa Japan, Camp Pendleton, CA, Camp Lejeune, NC, Marine Corps Base, Kaneohe Bay, Hawaii, Marine Special Operations Command at Camp Lejeune NC, and 4<sup>th</sup> MedLog Company at Joint Base Charleston, SC for the execution of program management and sustainment support for the Family of Field Medical Equipment tasks. "Seat space" includes a functional workstation with Information Technology resources and telephone connectivity. The Government will provide up to two (2) work spaces for the configuration manager(s) at 2<sup>nd</sup> Medical Logistics Company at Camp Lejeune; work spaces to not include IT assets or connectivity (network or telephonic).

4.2.3 The Contractor shall have suitable facilities to support the execution of tasks in this PWS, as well as a suitable infrastructure to manage program requirements (document library, databases, website, and portals) throughout the course of performance to support the scope of activities. Such facilities are not reimbursed as ODCs. Laptops, cellular phones\service, and other items of convenience are not reimbursable as Other Direct Charges (ODCs). All Government printing requirements MUST be done by or through the local DLA Document Services branch on base, <http://www.daps.dla.mil/dapsonline.html>.

**4.3** The Contractor shall be responsible for any subcontract management necessary to integrate work performed in this PWS and shall also be responsible and accountable for subcontractor performance. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations with its subcontractors.

**4.4** Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations, and in formal and informal written correspondence.

**5.0 Travel**

**5.1**Travel to other government facilities or other contractor facilities may be required and are specified in the PWS. All travel requirements (including costs, plans, agenda, itinerary, or dates) shall be pre-approved by the COR (subject to local policy & procedures).

**5.2**Costs for travel shall be billed in accordance with FAR 31.205-46 Travel Costs. The Government anticipates that additional travel will be identified over the life of this PWS. All travel will be in accordance with Joint Travel Regulations.

**5.3**Travel (Base Year): The Government team routinely visits manufacturing facilities, Government test labs, and fielding locations. The Contractor may be required to accompany the Government representative and/or, the Contractor may be directed to travel in support of Government directives. CONUS support will be as required and will not include any lodging aboard Government facilities. Local travel will not be reimbursed. The estimated travel required under this effort is as follows:

**5.3.1 Automatic Test Systems**

<b>Location</b>	<b>Duration (Days)</b>	<b># of Attendees</b>	<b># of Trips per Year</b>
Albany, GA	5	1	3
Picatinny Arsenal, NY	5	2	3

**5.3.2 General Purpose Tools/Test Systems/Calibration Support**

<b>Location</b>	<b>Duration (Days)</b>	<b># of Attendees</b>	<b># of Trips per Year</b>
Site Visit to Ord School Ft Lee, VA	2	1	2
Camp Pendleton, CA	6	1	1
Camp Lejeune, NC	5	1	5
Albany, GA	5	1	2
NSWC Crane, IN	5	1	3
NSWC Corona, CA	4	1	1
Aberdeen, MD	3	1	2
NAVSUP Mechanicsburg, VA	4	1	1
Rock Island, IL	4	1	1
TACOM Detroit MI	3	1	2
NRL, Washington DC	5	1	2

**5.3.3 Family of Field Medical Equipment**

<b>Location</b>	<b>Duration (Days)</b>	<b># of Attendees</b>	<b># of Trips per Year</b>
JMLFDC Status Meeting/ Ft. Detrick	4	1	4
DLA Philadelphia, PA	3	4	2
Camp Pendleton, CA	5	2	3
Camp Lejeune, NC	5	2	3
Camp Kinser, Okinawa Japan	10	2	2
Blount Island Command (BIC) Jacksonville, FL	5	2	2
Marine Corps Prepositioning Program-Norway	10	2	1
Combat Logistics Battalion-3 Oahu, HI	10	1	1
Marine Week (Quantico, VA)	5	2	1
Military Health Services Research Symposium, FL	5	2	1
MARFORRES Charleston, SC	5	1	2
Quantico VA	5	3	2
Defense Health IT Symposium, FL	5	6	1

**6.0 Security Requirements**

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance prior to classified performance. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment. The contractor shall notify the Government (written notice) within twenty-four hours of any contractor personnel added or removed from the contract that have been granted classified access, issued a Common Access Card (CAC) and/or MARCORSYSCOM Building badge/access.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3374/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, regardless of whether a JPAS Incident Report is submitted. The FSO shall notify the Government (written notice) within twenty-four hours of any contractor personnel added or removed from the contract that have been granted IT designations, issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

## 6.1 Cyber Systems Security Requirements

6.1.1 COMMON ACCESS CARD (CAC) REQUIREMENT. The COR will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI). Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also immediately notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "[ctr@usmc.mil](mailto:ctr@usmc.mil)" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC **are prohibited** from "auto-forwarding" e-mail from their .mil e-mail account to their .com e-mail account. If the "[ctr@usmc.mil](mailto:ctr@usmc.mil)" e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished "[ctr@usmc.mil](mailto:ctr@usmc.mil)" e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct FOUO government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts.

6.1.2 MARINE CORPS ENTERPRISE NETWORK (MCEN) COMPUTER ACCESS – Contractor personnel accessing Marine Corps Systems Command Computer systems, must maintain compliance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide.

Contractor personnel will submit a DD 2875, and completion certificates for the CYBERC course located on MarineNet located at <https://www.marinenet.usmc.mil>. The CYBERC course consist of the DOD Cyber Awareness Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to acquire the required training.

MCEN IT resources if provided are designated For Official Use Only (FOUO) and other limited authorized purposes. DoD military, civilian personnel, consultants, and contractor personnel performing duties on MCEN information systems may be assigned to one of three position sensitivity designations.

1. ADP-I (IT-1): Favorably adjudicated T-5, T5R, (formerly known as Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvest (SBPR)/SSBI Phased Periodic Reinvestment (PPR))
2. ADP-II (IT-2): Favorably adjudicated T-3, T3R, (formerly known as Access National Agency Check and Inquiries (ANACI)/ National Age Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR))
3. ADP-III (IT-3): Completed T-1, (formerly known as National Agency Check with Inquiries (NACI))

All privileged users (IT-1) must undergo a T-1 investigation regardless of the security clearance level required for the position. Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) relating to the position being filled. Privileged users are defined as anyone who has privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must read, understand, and comply with policy and guidance to protect classified information and CUI, and to prevent unauthorized disclosures in accordance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

6.1.3 MCEN OFFICIAL E-MAIL USAGE— MCEN IT resources are provided For Official Use Only (FOUO) and other limited authorized purposes. Authorized purposes may include personal use within limitations as defined by the supervisor or the local Command. Auto forwarding of e-mail from MCEN-N to commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail messages requiring either message integrity or non-repudiation are digitally signed using DoD PKI. All e-mail containing an attachment or embedded active content must be digitally signed.

MCEN users will follow specific guidelines to safeguard Controlled Unclassified Information (CUI), including PII and For Official Use Only (FOUO). Non-official e-mail is not authorized for and will not be used to transmit CUI to include PII and Health Insurance Portability and Accountability Act (HIPAA) information. Non-official e-mail is not authorized for official use unless under specific situations where it is the only mean for communication available to meet operational requirements. This can occur when the official MCEN provided e-mail is not available but must be approved prior to use by the Marine Corps Authorizing Official (AO).

All personnel will use DoD authorized PKI certificates to encrypt e-mail messages if they contain any of the following:

1. Information that is categorized as For Official Use Only (FOUO) or Sensitive but Unclassified (SBU).
2. Any contract sensitive information that normally would not be disclosed to anyone other than the intended recipient.
3. Any privacy data, PII, or information that is intended for inclusion in an employee's personal file or any information that would fall under the tenets of MSGID: DOC/5 USC 552A. Personal or commercial e-mail accounts are not authorized to transmit unencrypted CUI or PII.
4. Any medical or health data, to include medical status or diagnosis concerning another individual.
5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

6.1.4 CYBER SYSTEMS SECURITY PLAN - The contractor shall require segregation of CUI from contractor-owned information, when feasible. Segregation can be implemented through logical isolation, physical isolation, a hybrid approach, or other technological processes are acceptable to achieve required delivery of compromised data in cyber incidents. As stated in DFARS 252.204-7012, the contractor information system shall be subject to the security requirements in National Institute of Standards and Technologies (NIST) Special Publication 800-171.

As stated in Deputy Assistant Secretary of the Navy, Research, Development and Acquisition Memorandum for Implementation of Enhanced Security Controls on Select Defense Industrial Base Partner Networks, the contractor shall allow the Naval Criminal Investigative Service (NCIS) to install network sensors, owned and maintained by NCIS, on the contractor's information systems or information technology assets when intelligence indicates a vulnerability, or potential vulnerability. The contractor shall engage with NCIS industry outreach efforts and consider recommendations for hardening of critical programs and technologies.

CDRL A004 Contractor's Cyber Systems Security Plan

## 6.2 Operations Security Requirements.

Compliance with security requirements imposed by documents generated in response to DoD 5200.39, Critical Program Information (CPI) Protection within Compliance with Operations Security (OPSEC) countermeasures, when imposed by programs supported or by documents generated by the MARCORSYSCOM's program contracting officer's representative (COR) may be necessary. OPSEC program will be in accordance with DoD 5205.02-M, dated November 3, 2008. Program Operational Plans shall be coordinated with and approved by

MARCORSYSCOM OPSEC Manager. This plan shall be imposed on subcontractors as appropriate. Program protection measures shall be applied and approved by the COR or Program Protection Specialist at all locations where Critical Information is developed, produced, analyzed, maintained, transported, stored, tested, or used in training. The contractor shall research, develop, and deliver an OPSEC plan in accordance with Contract Data Requirements List.

#### CDRL A005 Contractor's Operations Security Plan

### 6.3 Base and Building Access Requirements

#### 6.3.1 Defense Biometric Identification (DBID) Card.

Certain contractors may require the issuance of a DBID card in order to gain access to Marine Corps bases/stations. The COR will identify and approve only those contractor employees performing on this contract that require a DBID card in order to perform their job function aboard the base. All contractor personnel accessing Marine Corps Base Quantico and Marine Corps Systems Command must be in compliance Access Control policy identified within MCSCO 5530.2A Access Control Order.

#### 6.3.2 Marine Corps Base Quantico (MCBQ) Installation Gate Access

Access onto MCBQ requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e. Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) that can be scanned at all installation Gates prior to being granted access onto the installation. Contractors/vendors who require routine/reoccurring access to MCBQ and are not receiving a CAC in support of this contract effort (or do not already have an acceptable PIV), are eligible for a DBID card.

DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordination with the COR and the MCSC, AC/S G2, Physical Security Team (PHYSEC Team). To obtain a DBID card, the vendor shall submit a completed Vendor Screening Form (obtained from the COR or the PHYSEC Team) via: encrypted email to [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil), faxing to 703-432-3481 (attn.: Physical Security), or a hand delivered typed hard copy to the PHYSEC Team at Building 2200. The information on the Vendor Screening Form will be used by MCBQ PMO to conduct a background check. The vendor will be notified of the results of their vendor screening background check by the PHYSEC Team and/or COR. Vendors who do not meet the eligibility standards, will not be cleared for access onto MCBQ or MCSC. Vendors who meet the eligibility standards and receive a favorable response to the background check will be required to complete the DBID registration process using a website address/link that will be provided by the PHYSEC Team or COR. Once the Vendor has successfully completed the DBID registration process, a registration code will be provided. The registration code shall be printed and hand carried by the Vendor to MCBQ PMO, Bldg. 2043, between the hours of 0700 - 1500 in order to be issued the DBID card. DBID cards will be issued for a period of 3 years regardless of contract expiration. For additional questions regarding submission of the Vendor screening Form or access requirements, you may contact the PHYSEC Team at [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil) or by calling 703-432-3964/3909.

#### 6.3.3 Marine Corps Systems Command Facility Access

All contractor personnel accessing Marine Corps Systems Command facilities/buildings, must maintain compliance with access control policy identified within MCSCO 5530.2A - Access Control Order. Access into MCSC facilities requires use of a Command facility access badge issued by the PHYSEC Team. Contractor personnel assigned to sit within MCSC spaces with a dedicated (by name) workspace will be considered as "on-site" contractors and may be issued a Green badge with the holder's photograph. Contractor personnel that frequently visit (three or more times a week) MCSC spaces will be considered as "off-site" contractors and may be issued an Orange badge with the holder's photograph. Issuance of a MCSC facility access badge shall be initiated by the COR using the Badge Request process hosted on the MCSC VIPER website. Vendors may be issued a MCSC facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MCSC facility access badge. All other vendors supporting this contract who do not meet the "Green" or "Orange" badge standards shall be required to have their visit to MCSC notified in advance using the MCSC Visitor Notification System hosted on the MCSC VIPER website. Visitor Notifications shall only be submitted by a MCSC sponsor with access to the MCSC VIPER website. Visitors who arrive at MCSC facilities without an approved Visitor Notification on file shall be turned away unless a MCSC escort with a "White", "Powder Blue", or "Green" badge can be reasonably coordinated. Vendors possessing an "Orange" badge are not authorized to escort visitors without an approved Visitor Notification on file. All "Green" and "Orange" badges will be programmed with unescorted access into approved MCSC facilities Monday through Friday from 0630-1700. Unescorted access outside of these times to include federal holidays, furloughs, shutdowns, etc. is restricted. For additional questions regarding MCSC facility access requirements, you may contact the PHYSEC Team at [mcsc\\_physicalsecurity@usmc.mil](mailto:mcsc_physicalsecurity@usmc.mil) or by calling 703-432-3964/3909.

### 7.0 Government Furnished Property (GFP)

The GFP provided by the Government identified in Section J does not constitute all supporting materials required to fulfill the contractual requirements. All GFP is being provided on an "as-is" basis as that term is used in FAR 52.245-1, Government Property, which is incorporated by reference in Section I of the base contract. As such, the Government makes no warranty with respect to the serviceability and/or suitability of the property for contract performance. Any repairs, replacement, and/or refurbishment shall be at the Contractor's

expense. GFP will be issued by MCSC G-6. Tracking/inventory of GFP will be handled by MCSC G-6 with coordination of the COR. GFP will be required to be presented to the Government at either MCSC G-6 or PM SMS Office located at 105 Tech Parkway within 1 business day of the request for inspection, installation of software updates, and/or technical refresh in the form of replacing obsolete machines with updated models by the Government. The Contractor is responsible for the security of the GFP assigned which includes ensuring no external storage devices and/or additional software is loaded onto the GFP by contractor personnel. In addition if malware has been detected the Contractor must inform the COR immediately and refrain from connecting the machine to the Government network until approved to do so by the COR after consultation with the Enterprise Service Desk.

### LIST OF ACRONYMS

ADAL	Authorized Dental Allowance List
AIS	Automated Information System
AMAL	Authorized Medical Allowance List
APSR	Accountable Property System of Record
ATS	Automatic Test Systems
CAC	Common Access Card
CAIM	Customer Area Inventory Management
CAR	Cataloging Action Request
CDSP	Clinically Derived Standardized Product
CMP	Configuration Management Plan
COA	Course of Action
CONUS	Continental United States
COR	Contracting Officer Representative
CPI	Critical Program Information
CSM	Customer Service Management
CUI	Controlled Unclassified Information
DAPA	Distribution and Pricing Agreement
DBID	Defense Biometric Identification
DFARS	Defense Federal Acquisition Regulation Supplement
DHA	Defense Health Agency
DLA	Defense Logistics Agency
DMLIIS	Defense Medical Logistics Item Identification System
DMLLS	Defense Medical Logistics Standard Support
EMS	Expeditionary Medical Systems
FAR	Federal Acquisition Regulation
FFME	Family of Field Medical Equipment
FSO	Facility Security Officer
FY	Fiscal Year
G-SQLS	Government Structured Query Language Server
HSPD	Homeland Security Presidential Directive
IM	Inventory Management
IMS	Integrated Master Schedule
IPT	Integrated Products Team
ISL	Inventory Stockage Level
IUID	Item Unique Identification
JDMLC	Joint Defense Medical Logistic Center
JPAS	Joint Personnel Adjudication System
LCCE	Life Cycle Cost Estimate
LCES	Logistics Combat Element Systems

LRFS	Logistics Requirements and Funding Summary
MARCORSYSCOM / MCSC	Marine Corps Systems Command
MARSOC	Marine Forces Special Operations Command
MCBQ	Marine Corps Base Quantico
MCEN	Marine Corps Enterprise Network
MEDLOGCO	Medical Logistics Company
MEF	Marine Expeditionary Force
MEFKB	Marine Expeditionary Force Medical Logistics Knowledgebase
MMESO	Medical Materiel Enterprise Standardization Office
MMQC	Medical Material Quality Control
NACI	National Agency Check with Written Inquiries
NAVAIR	Naval Air Systems Command
NCIS	Naval Criminal Investigative Service
NIST	National Institute of Standards and Technologies
NSN	National Stock Number
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States
ODC	Other Direct Charge
OPSEC	Operational Security
PIV	Personally Identifiable Verification
PM SMS	Program Manager Supply and Maintenance Systems
PMO	Program Management Office
PSI	Personnel Security Investigation
PWS	Performance Work Statement
RFI	Requests For Information
SAMP	Single Acquisition Management Plan
SBU	Sensitive but unclassified
TAMCN	Table of Authorized Materiel Control Number
TOECR	Table of Organization and Equipment Change Request

#### Appendix A - SMS Support Performance Requirements Summary (PRS)

Performance-based Task	Performance Standard	Acceptable Quality Level (AQL)
PWS 4.0	These General Performance Standards and AQLs shall apply to all performance requirements in the PWS except to the extent specified below.	
General Requirements	General Performance Standard #1: The Contractor shall complete:  each Task as directed in the PWS and	AQL: Unless otherwise specified, the Contractor shall complete 100% of Tasks as directed in the PWS.
	General Performance Standard #2: The Contractor shall deliver each Contract Data Requirements List (CDRL) no later than the due date specified in the CDRL.	AQL: Unless otherwise specified, the Contractor shall provide at least 90% of the CDRL deliverables in accordance with CDRL instructions. All tardy CDRLs pre-coordinated with the COR.
		AQL: The Contractor shall provide at least



	<p>General Performance Standard #3: CDRL and Tasks submissions shall be logically organized, written in concise straight-forward English, and contain no spelling, grammar, or typographical errors. No CDRL and Task submissions shall contain corporate markings (e.g., corporate logos, slogans, branding, “proprietary”) or any other inappropriate or nonconforming marking. For those CDRL and Task deliverables where the Government has provided the Contractor a specified format, the deliverable will be in the specified format.</p>	<p>90% of the CDRL and Task deliverables logically organized, written in concise straight-forward English, and contain no spelling, grammar, or typographical errors, and in the Government specified format when specified.</p> <p>AQL: The Contractor shall provide 100% of the CDRL and Task deliverables with no corporate markings or any other inappropriate or nonconforming marking.</p>
Specific Requirements		
PWS 3.1.1 PMO Programmatic/Administrative Support	Documents provided on time without errors in grammar, formatting, marking, or logic.	The Contractor shall complete 90% of the tasks in accordance with performance standards. No more than 3 errors per page, clarifying edits allowable.
3.1.2 Program Management Support	Program management documents timely, accurate, and logically complete to support milestones and other decision points.	90% of work products on time, no errors of fact, no more than 3 errors per page, edits to improved clarity allowable
3.2.1 ATS Programmatic/Administrative Support	Events documented to ensure a complete record of events, participants, and significant items/issues are understandable.	90% of reports on time, no more than 3 errors per page, clarifying edits allowable.

3.2.2 ATS Program Management Support	Program management documents timely, accurate, and logically complete to support milestones and other decision points.	90% of work products on time, no errors of fact, no more than 3 errors per page, edits to improve clarity allowable.
3.2.3 ATS Life Cycle Sustainment Support	Documents provided adhere to established formats, delivered on time to support decision points where applicable, no errors of fact.	95% on time, no more than 3 errors per page, edits to improve clarity allowable.
3.3.1 GPTTS Programmatic/ Administrative Support	Events documented to ensure a complete record of events, participants, and significant items/issues are understandable.	90% of reports on time, no more than 3 errors per page, clarifying edits allowable.
3.3.2 GPTTS Program Management Support	Program management documents timely, accurate, and logically complete to support milestones and other decision points.	90% of work products on time, no errors of fact, edits to improved clarity allowable
3.3.3 GPTTS Life Cycle Sustainment Support	Documents provided adhere to established formats, delivered on time to support decision points where applicable, no errors of fact.	95% on time, no more than 3 errors per page, edits to improve clarity allowable.
3.4.1 FFME Programmatic/ Administrative Support	Events documented to ensure a complete record of events, participants, and significant items/issues are understandable.	90% of reports on time, no more than 3 errors per page, clarifying edits allowable.
3.4.2 FFME Program Management Support	Program management documents timely, accurate, and logically complete to support milestones and other decision points.  Buy lists properly formatted and vetted with the government, coordinated with both financial analyst and project officer, and reconciliations completed.	90% of work products on time, no errors of fact, edits to improved clarity allowable  Materiel received 100% reconciled against buy lists, all receipts provided to the required recipients.
3.4.3 FFME Life Cycle Sustainment Support	Documents provided adhere to established formats, delivered on time to support decision points where applicable, no errors of fact.  AIS sites available and accurate. Information corrections identified accomplished within 3 days of identification.  Configuration packages delivered in required format per timetables of AMAL/ADAL/medical kit review.	95% on time, no more than 3 errors per page, edits to improve clarity allowable.  90% available barring government system outages.  95% of errors corrected within established timeframe.  95% on time, no more than 3 errors per page.

3.5 MEDLOG/ DMLSS Life Cycle Sustainment Support	<p>System issues reported to both the applicable Medical Logistics Company leadership and the program office within 1 working day</p> <p>Reports, templates, models, checklists delivered on time</p> <p>Training materials available for review.</p> <p>Transactions for movement of medical materiel executed prior to gear moving.</p>	<p>100% of system outage issues not under control of the system administrator reported.</p> <p>95% on time for routine and ad-hoc reports, 100% for scheduled reports.</p> <p>95% availability (barring system outage not under system administrator's control).</p> <p>100% of medical materiel movements executed in DMLSS/ LogiCole</p>
3.6 MARSOC Life Cycle Sustainment Support	<p>Inventory and Maintenance Status reporting</p> <p>System issues reported to both the applicable Medical Logistics Company leadership and the program office within 1 working day</p>	<p>95% accuracy of maintenance status, 100% accuracy of inventory status (reconciliation activities allowed).</p> <p>100% of system outage issues not under control of the system administrator reported.</p>

### Appendix B Minimum Position Qualification Matrix

#### Proficiency Definitions –

**Basic-** able to handle simple assignments or tasks

**Intermediate** – able to handle independently various types of assignments or tasks

**Advanced-** able to handle independently almost all types of assignments or tasks

**Expert-** able to handle independently all types of assignments or tasks and serves as coach

#### Proficiency

#### PWS Task Reference

1. Advanced Proficiency – (Administrator)

Microsoft Share Point Architecture, CorasWorks Software Platform, Structured Query Language SQL

3.4.3

Server (SQLS), InfoPath, Visual Studio.net, Database.

2. Intermediate Proficiency – (User)	3.1-3.6
Share Point 2013	
3. Intermediate Proficiency – (User)	3.1-3.6
Microsoft Office Suite, Adobe Acrobat	
4. Expert Proficiency- (User and Administrator)	3.5.1
Defense Medical Logistics Standard Support (DMLSS), Assemblage	3.6.1
Management and Equipment Management Module. Must have Security Plus	
Certification.	3.2.3
5. Basic Proficiency – (User)	3.3.3
Access to - <a href="https://www.marinecorpsconceptsandprograms.com">https://www.marinecorpsconceptsandprograms.com</a>	3.4.4
GCSS-MC (Global Combat Support Systems-Marine Corps)	3.5.1
	3.1.2
6. Intermediate Proficiency – (User)	3.2.2
Access to – <a href="https://ace3.tardecdrn.army.mil/procon/">https://ace3.tardecdrn.army.mil/procon/</a>	3.3.2
Project Recon – Risk Management tool	3.4.2
	3.4.2
7. Basic Proficiency – (User)	3.4.3
Access to - <a href="https://mcscviper.usmc.mil">https://mcscviper.usmc.mil</a>	3.4.4
Marine Logistics Online (MLO) Language SQL Server Database	3.5.1
8. Basic Proficiency – (User)	
Access to - <a href="https://tmde.logcom.usmc.mil/TMDE/Default.asp">https://tmde.logcom.usmc.mil/TMDE/Default.asp</a>	3.2.3
TMDE Website	
9. Basic Proficiency – (User)	3.2.3
Access to - <a href="https://lcmi.logcom.usmc.mil/portal/dispatch/show.home">https://lcmi.logcom.usmc.mil/portal/dispatch/show.home</a>	3.3.3
Life Cycle Modeling Integrator - Operational Support Tool (TLCM-OST)	3.4.3
10. Basic Proficiency – (User)	3.2.3
Access to – <a href="https://logway.mceits.usmc.mil/LOGWAY/index.xhtml">https://logway.mceits.usmc.mil/LOGWAY/index.xhtml</a>	3.3.3
MCLC publications	3.4.3
	3.4.2
11. Intermediate Proficiency – (User)	3.4.3
Access to - <a href="https://eis.usmc.mil/sites/mefkb/default.aspx">https://eis.usmc.mil/sites/mefkb/default.aspx</a>	3.4.4
Marine Expeditionary Force Knowledge Base (MEFKB)	3.5.1
12. Expert Proficiency – (User)	3.4.4
Access to - <a href="https://tfsms.mceits.usmc.mil/">https://tfsms.mceits.usmc.mil/</a>	3.5.1
Total Force Structure Management System (TFSMS)	

13. Basic Proficiency – (User)	3.2.3
Access to - <a href="https://fp.logisticsinformationservice.dla.mil/">https://fp.logisticsinformationservice.dla.mil/</a>	3.3.3
Web Federal Logistics Information Service (WEBFLIS)	3.4.2
	3.4.4
	3.2.2
14. Basic Proficiency – (User)	3.3.2
Access to - <a href="http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm">http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm</a>	3.4.2
General Services Admin (GSA/GSA Advantage)	3.4.4
	3.2.2
15. Basic Proficiency – (User)	3.3.2
Access to - <a href="https://www.sam.gov/portal/">https://www.sam.gov/portal/</a>	3.4.2
System for Award Management and Market Research	3.4.4
16. Basic Proficiency – (User)	3.4.2
Access to - <a href="https://www.medical.dla.mil/Portal/Homepages/MCRW.aspx">https://www.medical.dla.mil/Portal/Homepages/MCRW.aspx</a>	3.4.3
Medical Contingency Readiness Workflow (MCRW)	3.4.4

<b>Basic Proficiency</b>	<b>Intermediate Proficiency</b>	<b>Advanced Proficiency</b>	<b>Expert Proficiency</b>
GCSS-MC	MS SharePoint	MS SharePoint Architecture	DMLSS, Security + Certification
MLO	MS Office Suite, Adobe Acrobat	CorasWorks Software Platform,	TFSMS
TMDE	Project RECON	Structured Query Language SQL Server (SQLS),	
Life Cycle Modeling Integrator	MEFKB	InfoPath, Visual Studio.net, Database	
MCLC Publications			
WEBFLIS			
GSA			
SAM			
MCRW			

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 48	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7981			2. DELIVERY ORDER/CALL NO. M6785420F3007		3. DATE OF ORDER/CALL (YYYYMMDD) 2020MAR13		4. REQUISITION/PURCH REQUEST NO. M67854-20-R-3002		5. PRIORITY Unrated		
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050			CODE M67854		7. ADMINISTERED BY (If other than 6) SCD: C			CODE		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR NAME AND ADDRESS Knowledge Capital Associates, LLC 125 Woodstream Blvd., Suite 309 Stafford, VA 22556			CODE SU1L0		FACILITY 832976406		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS Net 30 Days WAWF				
							13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G				
14. SHIP TO SEE SECTION F			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
Knowledge Capital Associates, LLC				Robert Parks							
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE			
								DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA /s/Dwight Bernard Micheal Sr 03/13/2020 BY: CONTRACTING/ORDERING OFFICER					25. TOTAL \$2,412,924.00		
									26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS	
						<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.										35. BILL OF LADING NO.	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	